



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

5 September 2024

**DIVISIONAL MEMORANDUM**

No. 254, s. 2024

**ADDENDUM TO DIVISIONAL MEMORANDUM NO. 013, S. 2024  
(RECOMPOSITION OF THE DIVISION HUMAN RESOURCE MERIT  
PROMOTION AND SELECTION BOARD (HRMPSB))  
FOR THE YEAR 2024**

**TO:** OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public Elementary and Secondary School Heads, Non-Implementing Units  
This Division

1. In reference to Divisional Memorandum No. 013, s. 2024, re: Recomposition of the Division Human Resource Merit Promotion and Selection Board (HRMPSB), this Office hereby informs all concerned of the Recomposition of Division Human Resource Merit Promotion and Selection Board based on DepEd Order No. 7, s. 2023, as follows:

**A. NON-TEACHING POSITION (LEVEL 1 AND LEVEL 2)**

Chairman: DIONESIO L. LIWAGON, JR., OIC-ASDS  
Members: SUSAN EPIFANIA B. CARPIO, Chief ES, SGOD  
EULALIO S. RUPINTA, EPS, COPSTEA/ President  
DOROTHY JOY B. YTING, AO-V, Admin. Services  
ADDA LIZA J. SAQUIN, AO-IV/ Personnel  
ATTY. VINCENT SHELDON A ZABALA, Non-Teaching Assoc.  
CHIEF/SCHOOL HEAD WHERE THE VACANCY EXISTS

Alternate Members: ANACLETA A. GACASAN, Chief ES, CID  
NICK RAYNIER M. PAEZ, TII, COPSTEA/Representative  
MARICEL D. AVILA, Accountant III  
RUBY JANE R. GACASAN, AO II  
IVY J. CABUAL, AO V-Budget

**B. EDUCATION PROGRAM SUPERVISOR (EPS) POSITION**

Chairman: DIONESIO L. LIWAGON, JR., OIC-ASDS  
Members: SUSAN EPIFANIA B. CARPIO, Chief ES, SGOD  
DOROTHY JOY B. YTING, AO-V, Admin Services



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ADDA LIZA J. SAQUIN, AO-IV/Personnel  
ANACLETA A. GACASAN, Chief ES, CID  
EULALIO S. RUPINTA, EPS, COPSTEА/ President  
ANGELITA M. MARIBOJOC, EPS, Representative

Alternate Members: JOHNNEL A. GUANGCO, EPS  
MARICEL D. AVILA, Accountant III  
RUBY JANE R. GACASAN, AO II  
IMELDA D. PONGASE, EPS, Representative  
NICK RAYNIER M. PAEZ, TII, COPSTEА/Representative

**C. PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS) POSITION**

Chairman: DIONESIO L. LIWAGON, JR., OIC-ASDS  
Members: SUSAN EPIFANIA B. CARPIO, Chief ES, SGOD  
ANACLETA A. GACASAN, Chief ES, CID  
DOROTHY JOY B. YTING, AO-V, Admin Services  
ADDA LIZA J. SAQUIN, AO-IV/Personnel  
EULALIO S. RUPINTA, EPS, COPSTEА/ President  
ELSA B. BUENAVIDEZ, PSDS Representative

Alternate Members: JOHNNEL A. GUANGCO, EPS  
MARICEL D. AVILA, Accountant III  
RUBY JANE R. GACASAN, AO II  
JASMINE I. GAOGAO, PSDS  
NICK RAYNIER M. PAEZ, TII, COPSTEА/Representative

**D. MASTER TEACHER, TEACHER III AND TEACHER II, SPECIAL EDUCATION TEACHER POSITION (ELEMENTARY AND SECONDARY)**

Chairman: DIONESIO L. LIWAGON, JR., OIC-ASDS  
Members: SUSAN EPIFANIA B. CARPIO, Chief ES, SGOD  
DOROTHY JOY B. YTING, AO-V, Admin Services  
ADDA LIZA J. SAQUIN, AO-IV/Personnel  
EULALIO S. RUPINTA, EPS, COPSTEА/President  
Head of the School where the vacancy exists

Alternate Members: ANACLETA A. GACASAN, Chief ES, CID  
MARICEL D. AVILA, Accountant III  
RUBY JANE R. GACASAN, AO II  
NICK RAYNIER M. PAEZ, TII, COPSTEА/Representative



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**E. HEAD TEACHER AND SCHOOL PRINCIPAL POSITION (ELEMENTARY)**

Chairman: DIONESIO L. LIWAGON, JR., OIC-ASDS  
Members: SUSAN EPIFANIA B. CARPIO, Chief ES, SGOD  
DOROTHY JOY B. YTING, AO-V, Admin Services  
ADDA LIZA J. SAQUIN, AO-IV/Personnel  
EUGENIO C. BUCOG, P-II/PESPA President  
EULALIO S. RUPINTA, EPS, COPSTEA/President

Alternate Members: ANACLETA A. GACASAN, Chief ES, CID  
MARICEL D. AVILA, Accountant III  
RUBY JANE R. GACASAN, AO II  
MARJORIE A. SAGARIO, P-III/PESPA Vice-President

**F. HEAD TEACHER AND SCHOOL PRINCIPAL (SECONDARY) NON IMPLEMENTING UNITS**

Chairman: DIONESIO L. LIWAGON, JR., OIC-ASDS  
Members: SUSAN EPIFANIA B. CARPIO, Chief ES, SGOD  
DOROTHY JOY B. YTING, AO-V, Admin Services  
ADDA LIZA J. SAQUIN, AO-IV/Personnel  
LILIBETH Y. ABAMONGA, P-II/DAPSSHI President  
EULALIO S. RUPINTA, EPS, COPSTEA/President

Alternate Members: ANACLETA A. GACASAN, Chief ES, CID  
MARICEL D. AVILA, Accountant III  
RUBY JANE R. GACASAN, AO II  
JUNRIEL B. SINARILLOS, P-I/DAPSSHI Vice-President  
NICK RAYNIER M. PAEZ, TII, COPSTEA/Representative

**Secretariat (all positions):** ABEGAIL M. YOLDAN, AO II  
APRIL JOY G. BOLANIO, AO II  
TERESITA L. PAGADOR, AO II  
DINALYN A. RAMAYRAT, AO II

2. The HRMPSB shall assist the appointing officer/authority on the judicious and objective selection of candidates for appointment of candidates in accordance with their roles include, but not limited to, the following:

a. Develop the SRP which shall be submitted for approval of the appointing officer/authority, copy furnished the CSC and its field offices for reference purposes;



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- b. Recommend to the appointing officer/authority the designation of sub-committee/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;
  - c. Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provisions of the ORAOHRA, and relevant hiring guidelines;
  - d. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;
  - e. Develop and conduct further assessment such as written examination, skills test, BEI, and other, as deemed necessary;
  - f. Submit to the appointing officer/authority the CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;
  - g. Maintain fairness and impartiality in the assessment of applicants;
  - h. Respond to queries and/or complaints pertaining to the comparative assessment results;
  - i. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and
  - j. Perform other related functions as may be assigned.
3. For information and guidance.

**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

DIVISION OFFICE	POLICY
EMPLOYEES	SCHOOLS
RULES AND REGULATIONS	

AJS/DM – Recomposition of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) for Year 2024  
/September 5, 2024



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